

## **OFFICE OF THE DIRECTOR FOR PLANNING AND ADMINISTRATION**

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### **DIRECTOR FOR PLANNING AND ADMINISTRATION**

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#### ***Mission***

The mission of the Office of Planning and Administration is to provide the leadership and centralized management and direction for the Office of Environment, Safety and Health's (EH) planning, budgeting, training, financial, human resources, and program execution processes; to ensure that these processes are effective, and fully integrated and consistent with the Department-wide processes and requirements; and to facilitate and document the Office's progress on the President's Management Agenda.

#### ***Functions***

1. Provides for a comprehensive, performance-based EH-wide planning, budgeting, and program execution process that is integrated and consistent with the Department's planning processes and requirements.
2. Provides a focused effort to assure a coherent, comprehensive, and consistent approach to the development and implementation of the EH Strategic Plan.
3. Provides personnel management services including the development of organization and staffing plans, manpower controls, and management analyses in support of the EH operations and provides for the implementation of Departmental policies for personnel-related activities such as affirmative action, executive succession, employee development, and training.
4. Provides centralized administrative services and management support (e.g., travel, correspondence). Manages the design, development, implementation and operation of management support systems. Develops workflow management procedures and administrative policies and procedures for the organization.
5. Develops, maintains, and administers a comprehensive EH human resource management program which is founded on a high quality training and qualification program.
6. Ensures the effective execution of EH's Department-wide responsibility with respect to the development and administration of environment, safety and health functional training and qualification programs.

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7. Provides the Assistant Secretary for EH with financial and administrative assistance in budget preparation and execution, funds control and accounting, management studies and management support services.
8. Provides a focal point for management and coordination of the EH's procurement activities.
9. Focal point for EH for the overall management of a customer service and customer advocate program to assure an integrated and strategic approach to addressing customer and stakeholders needs, to foster continuous improvement, and to provide effective communications within EH and with other Departmental offices.